



# MUSCOGEE (CREEK) NATION

HUMAN RESOURCE MANAGEMENT SERVICES

P.O. Box 580 - Okmulgee, OK 74447 - (918) 732-7827

## JOB OPPORTUNITY

JOB TITLE: **COOK - Holdenville**

STARTING SALARY: NEGOTIABLE

LOCATION: CHILD DEVELOPMENT CENTER

JOB DUTIES: Under the direction of the Child Care Center Supervisor, The **Cook** shall be responsible for the planning and preparation of all meals and snacks for the children of the center. Responsible for the coordination and planning of meals to ensure the centers meals and snacks are served in a timely manner. Place orders for all products necessary to provide services. Maintain kitchen equipment; assure that all safety and sanitation requirements are maintained. Monitor the cleaning of equipment, kitchen and dining area and supervise cook aide. Maintain all records and keep current inventory regarding kitchen equipment and supplies. Safely operate a Tribal vehicle and comply with regulations governing vehicle use. Responsible for maintaining and completing all CACFP paperwork. Keep food handler's permit current. Other duties as assigned.

JOB QUALIFICATIONS: **Minimum Requirements:** High School Diploma or GED. Must submit to and pass all necessary background checks and drug testing. Must obtain Food Handlers card.

**Preferred Requirements:** Associates Degree in Food Services or Culinary Arts with related experience and/or with 3 years knowledge of well balanced meals and nourishing foods.

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED  
MUSCOGEE (CREEK) AND INDIAN PREFERENCE**

CLOSING DATE: Open Until Filled

APPLY ONLINE AT: [www.muscogeenation-nsn.gov](http://www.muscogeenation-nsn.gov)